



THE CITY OF SAN DIEGO

HOW TO OBTAIN A PERMIT TO INSTALL A Swimming Pool/Spa

CITY OF SAN DIEGO PLANNING AND DEVELOPMENT REVIEW
1222 FIRST AVENUE, MS 301, SAN DIEGO, CA 92101-4153
Call (619) 446-5300 for appointments and (619) 446-5000 for information.

INFORMATION
BULLETIN

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This Information Bulletin describes the procedures for obtaining a permit to install a swimming pool and/or spa that has been pre-approved to master plan specifications, or approved by a licensed testing agency. This bulletin also describes procedures for obtaining a permit for a prefabricated spa.

I. WHEN IS PERMIT REQUIRED?

A Combination Permit is required for any swimming pool or spa accessory to a one or two residential dwelling units unless all the following criteria are met:

- A. Pool or spa is prefabricated; and
- B. Walls are entirely above grade; and
- C. Capacity is less than 5,000 gallons.

If the pool or spa meets the above exemption criteria, a separate electrical or plumbing permit is still required for new plumbing or wiring.

Separate building, electrical and plumbing permits are required for pools or spas accessory to all uses other than one or two residential dwelling units.

Permits are not required for fences unless they are more than six feet high. A pool or spa exempt from permit requirements is *not* exempt from fence requirements, see Building Newsletter 84-1, "Swimming Pool Requirements."

II. OPTIONS FOR SERVICE

For more efficient service, appointments are available for plans simple enough to be reviewed "over-the-counter." To qualify for over-the-counter plan review, a pool/spa must either be constructed to pre-approved master plan specifications, or have been tested and approved by a licensed testing agency such as the International Conference of Building Officials (ICBO). A prefabricated spa does not need a master plan or testing agency approval.

Appointments may be scheduled at the Development Review Center, 1222 First Avenue, or by phone at (619) 446-5300.

Proposed master plans for pools and spas are submitted by the designer and are approved for construction after the design has been checked to the California Building Code. The applicant for a permit then obtains permission from the designer to use the master plan.

Without a master plan or testing agency approval a pool or pool/spa combination cannot be checked over-the-counter. See Information Bulletin 110, "General Procedures, Plan Check to Permit Issuance," for information on submitting plans into plan check and obtaining permits.

Documents referenced in this Information Bulletin

- DS-3032, Permit Application
- DS-3143, Mandatory Measures Checklist: Residential
- Building Newsletter 84-1, Swimming Pool Requirements
- Information Bulletin 110, General Procedures, Plan Check to Permit Issuance
- Information Bulletin 122, How to Prepare a Single Dwelling Unit Plot Plan and Vicinity Map
- Information Bulletin 103, Fee Schedule and Worksheet for Mechanical, Plumbing/Gas, Electrical
- Information Bulletin 101, Building Valuation Schedule
- Information Bulletin 102, General Fee Schedule
- Information Bulletin 117, Regulations Covering Permit Expiration and Extension

III. FORMS TO COMPLETE - DRAWINGS TO SUPPLY

For "over-the-counter" plan review the following items must be supplied:

A. Plot Plan

Three copies of a plot plan are required. Refer to Information Bulletin 122, "How to Prepare a Single Dwelling Unit Plot Plan and Vicinity Map," for instructions. Along with the items listed on the typical plot plan, plans for swimming pools and spas must clearly indicate:

1. Maximum exterior dimensions of the swimming pool.
2. Distance from the edge of the swimming pool to all adjacent structures, embankments and property lines.
3. Location of all swimming pool and spa service equipment including distance to property lines.
4. Location and depth of the deep and shallow ends of the pool.
5. Location, extent, and height of all fences and location of self-closing, self-latching gates.

Refer to Building Newsletter 84-1, "Swimming Pool Requirements," for information on required yards, fences and gates. Be aware that there are also zoning requirements for yard setbacks. Information on zoning for a particular site may be obtained from the Development Review Center, (619) 446-5000.

This information is available in alternative formats for persons with disabilities.
To request this bulletin in alternative format, call (619) 446-5446 or (800) 735-2929 (TT).
Be sure to see us on the World Wide Web at www.ci.san-diego.ca.us/development-services

B. Approved Master or Testing Agency Plans

Provide two copies of an approved master plan or valid testing agency plan. Approved master plans must bear an original signature of the designer owning the plans, or must be accompanied by an original letter of permission to use the plans. Testing agency plans must bear a testing agency number authorized for use under the current California Building Code.

Plans for public pools must be approved by County Environmental Health Services prior to obtaining a building permit. Contact the Regional Permit Center at 1222 First Avenue, (619) 236-5938, for information on requirements.

C. Title 24 Energy Documentation

If a pool or spa is heated, it must comply with Title 24 State Energy Efficiency Standards. Two copies of a completed Mandatory Measures Checklist (DS-3143) are required.

D. Permit Application

A fully completed Permit Application (DS-3032) is necessary for permit issuance. Refer to the back of the permit application for instructions on completing the application. *Important:* there are *no* exceptions to the workers' compensation insurance instructions.

E. Fee Schedule and Worksheet

When separate electrical and plumbing permits are required, complete the worksheet on Information Bulletin 103, "Fee Schedule and Worksheet for Mechanical, Plumbing/Gas, Electrical."

IV. THE PLAN REVIEW PROCESS

City staff will make every effort to approve the plans during the first plan review. Public pools will be referred to Structural Building Development Review for disabled access approval. Call (619) 446-5400 for disabled access requirement information.

V. FEES

Plan check and application fees are paid at initial plan check. Permit fees are paid at permit issuance. For the amount due refer to Bulletins 101, "Building Valuation Schedule," 102, "General Fee Schedule," and 103, "Fee Schedule and Worksheet for Mechanical, Plumbing/Gas, Electrical."

VI. WHEN THE PERMIT IS ISSUED

The invoice you receive at permit issuance is your copy of the permit. You will receive one set of your plans with all approval stamps on it. This set of plans must be available at each inspection. You will receive an Inspection Record Card and a Circuit Card for the inspector's signature as construction is approved.

Typically the inspections for pools and spas are:

- A. Steel placement, pool bonding and underground for plumbing and gas;
- B. Pre-plaster and fences;
- C. Final inspection.

Building and Combination permits are active for 180 days and renew for an additional 180 days each time an inspection is approved. Information regarding permit expiration and extension can be found in Information Bulletin 117, "Regulations Covering Permit Expiration and Extension."